CALIFORNIA DEPARTMENT OF EDUCATION

CALIFORNIA SCHOOL AGE FAMILIES EDUCATION (Cal-SAFE) PROGRAM

CONTINUED FUNDING APPLICATION

FY 2003-2004

California Department of Education
Youth Education Partnerships Office
Cal-SAFE Program
1430 N Street, Suite 6408
Sacramento, CA 95814
(916) 319-0917
www.cde.ca.gov/calsafe

CAL-SAFE PROGRAM
CONTINUED FUNDING APPLICATION (FY 2003-04)

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APPLICATION OVERVIEW

The Cal-SAFE Program, established by Chapter 1078, Statutes of 1998, became operational in July 2000. It is a comprehensive, integrated, community-linked, school-based program for expectant and parenting students and their children. The Program provides support services for the students and child care and development services for their children.

PURPOSE

This Continued Funding Application process assists the applicant local education agency (LEA) to achieve the following:

- Give assurance that the Program is being implemented consistent with statute.
- Project earnings and propose a budget for FY 2003-04.
- Update the program roster and contact information.
- Determine progress is made towards achieving the program goals.

APPLICANT ELIGIBILITY

LEAs approved by the California Department of Education (CDE) to operate a Cal-SAFE Program in FY 2002-03 are eligible to submit a Continued Funding Application for FY 2003-04.

APPLICATION SUBMISSION REQUIREMENTS

- The governing board of the applicant LEA **does not have to approve** the Continued Funding Application *unless* your LEA requires such approval.

- Identify on the *Application Cover Sheet* (Form B) a **contact person** available during the entire months of March, April, May, and June who can answer questions on the application.

Program Narrative Change:

1. Limit the program narrative change, if applicable, to the space provided on the *Program Narrative Change (*Form C) for each program component.

2. Use a **12-point font** and a one-inch margin on the program narrative change.

Self Study Report:

1. For Fiscal Year 2003-04, the Self Study Report (Forms SS1, SS2, SS3) will be required as part of the Continued Funding Application. The information will be used in the review of each agency to approve continued funding.

2. Education Code Section 54745(a)(7) mandates, "In order to continue implementation of the Cal-SAFE Program beyond the initial three years of funding, each funded agency shall be reviewed by the California Department of Education to determine progress towards achieving the Cal-SAFE Program goals."

- Collate the application in the order specified on the *Application Completion Checklist* (Form A) and be sure the **Checklist** is the first page of the original and copies of the application.

- **Consecutively number each page** of the application including all forms.

- **Staple** each copy of the application in the upper left corner, with the *Application Cover Sheet* on the outside.

- Do not include covers, binders, or other attachments not requested in the application.

- Submit the **original and two copies of the FY 2003-04 application.**

TIMELINES

01/06/03 Application Issue Date (Posted on Web)
03/03/03 DUE: Continued Funding Application to California Department of Education
06/02/03 Projected Date of Notice of Approval for Continued Funding

ADDRESS TO SUBMIT APPLICATION

> **Applications must be postmarked or received by March 3, 2003.**
> Submit the **original** and **two copies** of the completed application to:
>
> Cal-SAFE Program: Continued Funding Application
> Youth Education Partnerships Office
> California Department of Education
> 1430 N Street Suite 6408
> Sacramento, California 95814

ASSISTANCE COMPLETING APPLICATION

The California Department of Education (CDE) is providing assistance for completing the continued funding application through the following resources:

- Cal-SAFE Program/CDE staff Individual assistance from staff listed on **Attachment 1.**

- Cal-SAFE Program Webpage (www.cde.ca.gov/calsafe): Resource links and application downloading.

INSTRUCTIONS FOR COMPLETING THE
CONTINUED FUNDING APPLICATION

Complete all applicable information and submit one original and two copies of the application. If you have questions about completing this application package, please call your assigned consultant (refer to Attachment 1) or (916) 319-0917. Instructions for each required component of the continued funding application are provided below. Some forms have more detailed directions.

1.   **Application Completion Checklist (Form A)**
      Refer to directions on form.

2.   **Application Cover Sheet (Form B)**
      Include signature of the authorized agency representative.

3.   **Program Narrative Change (Form C)**
      The original 2000-01 Cal-SAFE Program Application required a program narrative describing the agency program implementation plan. That narrative included the components listed below:

      - Section 1: Overall Program Strategy
      - Section 2: Organizational Structure
      - Section 3: Target Population
      - Section 4: Program Goals and Measurable Objectives
      - Section 5: Pregnant and Parenting Student Support Services Strategies
      - Section 6: Nutrition Plan for Pregnant and Lactating Students
      - Section 7: Child Development Component
      - Section 8: Program Evaluation
      - Section 9: Staff Development Plan

      a.   **Step 1:** Review Current Program Narratives

            Obtain a copy of the Program Narrative from the original application (2000-01) and any subsequent changes made in Continued Funding Applications (2001-02 & 2002-03). Review the program narratives to identify modifications or changes to the plan for FY 2003-04. For your reference, the directions for the Program Narrative in the FY 2000-01 Application are available on the Cal-SAFE Program Webpage: (www.cde.ca.gov/calsafe).

            If there are no modifications submitted in the application, the LEA will be accountable for continuing implementation as described in the FY 2002-03 application.

            > **IF THERE ARE NO CHANGES TO THE PROGRAM NARRATIVE, INDICATE THIS BY CHECKING THE BOX ON FORM C - "NO PROGRAM CHANGE FROM FY 2002-03".**

b. **Step 2:** Complete Program Narrative Change If Needed

If there **are** any modifications to the program implementation plan for 2003-04 in any section*,* describe the changes on Form C by answering the following questions:

- Identify the program component you are changing.
- Briefly, describe the *current* program implementation plan for each section to be modified.
- Describe the revised method of implementation of that section and clearly explain how it will affect the operation of the program.

4. **Organizational Structure**
   Describe the organizational structure of the Cal-SAFE Program as it fits within your LEA by providing information on the staff as requested on the forms.

   a. Program Roster (Form D)
       Refer to directions with form.

   b. Site Information (Form E)
       Refer to directions with form.

   c. Child Care and Development Center Site Personnel Roster (Form F)
       Use this roster ONLY for personnel assigned to the Child Care and Development component of the program. Child care program staff employed under specific job classifications are required to possess the appropriate educational qualifications (EC § 8360, 8360.1, 8360.2, and 8360.3).

       Complete a Personnel Roster for each child care center site that receive funding from the Cal-SAFE Program. Detailed directions for completing the form are on the page following the form. **Do not report staff from different sites on the same roster.** Applicant LEAs that have center child care at only one site are not required to have a program director.

       This year, **we are not requesting copies of the permits/credentials or other documentation verifying staff qualifications.** However, it is the ongoing responsibility of the applicant LEA to ensure that program staff qualify for the positions held and that copies of current permits/credentials or other required documentation are easily accessible for review when requested or for the Self Study and Coordinated Compliance Review (CCR) Process.

5. **Child Care and Development Network Site Information (Form G)**
   Refer to directions with form.

6. **Child Care Operation Calendar (Form H)**
   Refer to directions with form.

7. **Projected Earnings Worksheets (Form I)**
To assist you in preparing your budget, this application includes *Projected Earnings Worksheets* (Form I-1, I-2, I-3). Please submit the appropriate worksheet with your continued funding application.

8. **Budget Summary, Budget Narrative, and Service Contract Summary (Form J)**
Funds allocated for student support services and child care must be maintained in a separate account and must be expended only to provide services for the population that generates the funding (EC § 54749(5)(b), (c), and (d)). School districts and county offices of education, excluding non-converting county offices of education, must prepare two budgets: one for student support services and one for child care and development services. Each budget must have a Budget Summary, a Budget Narrative, and, if applicable, a Service Contract Summary. Non-converting county offices of education funded by EC § 2551.3 will also need a third budget with the same budget forms. Refer to detailed directions following the three budget forms.

9. **Certifications and Assurances (Form K)**
Carefully read all statutory requirements listed on this form. The applicant agency is agreeing to operate the Cal-SAFE Program consistent with statute. An original signature of the authorized agent of the applicant agency must be on one copy of the application.

10. **Child Development Personnel Certification (Form L)**
Applicant LEAs must certify that individuals employed as program directors, site supervisors, or teachers are qualified for the positions they hold. The applicant agency must submit a *Child Care and Development Staffing Qualifications Waiver Request* if (1) waivers are not in effect or (2) requirements for Program Director or Site Supervisor are not currently met. This request form can be submitted separately at any time and can be found on the Cal-SAFE Program Webpage.

11. **Agency Self-Assessment of Cal-SAFE Program Goals (Form SS1)**
Refer to directions with form.

12. **Agency Self-Evaluation of Compliance Findings (Form SS2)**
Refer to directions on form.

13. **Environment Rating Scale Plan of Action (Form SS3)**
Refer to directions with form.

CAL-SAFE PROGRAM WRITTEN APPLICATION REVIEW CRITERIA

The Cal-SAFE Program applications will be screened for compliance with the Application Submission Requirements and the Instructions for Completing the Continued Funding Application.. The readers will evaluate the responses to the program components describing the essential qualities of a high quality Cal-SAFE Program and for overall completeness and consistency using the following rating scale:

Outstanding: All criteria/key concepts addressed exceptionally well. The Program Narrative Change is well described and the forms are complete and consistent with the instructions. Application contains substantial evidence of meeting program goals. Application will be approved.

Satisfactory: Most criteria/key concepts fully addressed or all concepts are adequately addressed. Some clarification may be needed. Application contains adequate evidence of meeting program goals. Application will be approved.

Inadequate: Application is not complete and consistent following the instructions. Additional information/follow-up is required before the application can be approved. Gaps in the application give evidence that the program is unable to make progress toward meeting the program goals.

1. **Application Checklist**
    Form A is complete.

2. **Application Cover Sheet**
    Form B is complete. An original signature, as requested, is on the original copy of the application.

3. **Program Narrative Change**
    The modification to the program implementation plan describes a clear vision of the program changes and has a clear and comprehensive plan to provide and deliver high quality program services (Form C).

4. **Program Roster, Site Information, and Child Care Personnel Roster**
    Forms E, F, and G are complete and correlate to sites identified.

5. **Child Care Operation Calendar**
    The calendar is completed correctly (Form H).

6. **Budget Summary, Budget Narrative, and Service Contract Summary**
    There is a separate Budget Summary, Budget Narrative, and Service Contract Summary for (1) student support services and (2) child care and development. The non-converting county offices of education (EC § 2551.3) have an additional budget for this funding. The forms are complete and filled out according to directions (Form J).

7. **Statement of Eligibility to Operate a Cal-SAFE Program**
    Form M is complete.

8. **Other Forms**
    All other forms are complete and filled out according to directions. An original signature, as requested, is on the original copy of the application.